

Tab C

Milestones

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RFP EPA-OSWER-OEM-13-02
MILESTONES

ACTIVITY	MILESTONES	SCHEDULE
Element 1 Activities: Research		
Incorporate new and emerging science into cleanup program activities that will be undertaken at Removal sites.	Milestones for this activity include identifying issues and developing guidance concerning the emerging science.	The timeline for review will depend on several factors concerning the documents: complexity; length; EPA deadlines; and the extent of State participation needed. The Removal Action Focus Group can also develop tools for the State members regarding emerging science.
Promoting coordination of information and partnership with co-regulators to provide for more effective remedies.	State participation in the development of and improvements to the implementation and effectiveness of remedies is a milestone.	This would be an ongoing activity. EPA OEM and the Removal Action Focus Group could meet to discuss how States have improved implementation.
Promoting dissemination of information to more effectively manage sites under the Removal program.	The milestone for this activity is making pertinent and timely information available to State officials and EPA.	This is an ongoing process. ASTSWMO routinely posts and disseminates information to its list of 50 State, 5 Territorial and the District of Columbia contacts. Activity can also be a part of ASTSWMO's Annual and Mid-Year meetings as well as Research Symposia.
Coordinate research products, analyses, briefings and other information with other recipients of EPA financial assistance to provide more comprehensive information for States to use in their cleanup programs.	The milestone expected in this activity is the development of materials that can be used to train State officials.	This is an ongoing activity.

Provide travel assistance for State employees who participate in research and represent the interests of State co-regulators in discussion with EPA on removal and emergency response policies, guidance or similar matters that affect States.	State participation in the preparation of research for these sites is a milestone being accomplished through a variety of mechanisms including State participation in the ASTSWMO/EPA Senior Cleanup Council and the ASTSWMO Removal Action Focus Group.	This is an on-going activity. These activities will continue until the research is complete. Both the Senior Cleanup Council and the Removal Action Focus Group meet at least once a year and can utilize conference calls and webinars to conduct the research.
Element 2 Activities: Coordination of research results and other information		
Posting the research reports and information obtained from research on the internet.	The milestone for this activity is making pertinent and timely information available to State officials and EPA.	This is an ongoing process. ASTSWMO routinely posts all documents completed by its Focus Groups on the ASTSWMO homepage.
Discuss the results and research finding at meetings or other forums.	A milestone of this activity is engaging State participation in EPA sponsored workshops, in which case the milestones will be coordination with EPA and outreach to ensure broad State participation and reimbursement for State attendees' travel.	<p>The schedule will depend on EPA's planning of conferences. Travel reimbursements would be handled by ASTSWMO and would be completed within 30 days of the meeting.</p> <p>For ASTSWMO sponsored symposia such as the biannual meetings and symposia, the milestones include: arranging meeting logistics such as meeting space; agenda development; identifying and inviting trainers and speakers; conducting outreach to ensure broad State participation; registering attendees; making meeting materials available via internet and other means; and reimbursement for State attendees' travel. Agenda preparation, registration and outreach will occur within 3-6 months of the meeting. Travel reimbursements will be completed within 30 days of the meeting.</p>

Sharing and exchanging information with and between States.	Milestones include increasing communication and information exchange regarding hazardous substances.	This is an ongoing activity. Activity can also be a part of the ASTSWMO's Annual and Mid-Year meetings. This can also be scheduled as updates during the State Superfund Symposium, which assists with leveraging of funds.
Working with co-regulators to conduct research.	The milestones will be to contact other State, Federal and local agencies to share information about Removals and prepare a research document.	This is an ongoing activity.
Participation in a variety of meetings to provide or conduct research on State cleanup program and State relations.	A milestone of this activity is engaging State participation in EPA sponsored workshops, in which case the milestones will be coordination with EPA and outreach to ensure broad State participation and reimbursement for State attendees' travel.	<p>The schedule will depend on EPA's selection of a date for their conference (Community Involvement and/or Brownfields). Travel reimbursements will be completed within 30 days of the meeting.</p> <p>For ASTSWMO sponsored symposia such as the State Removal Symposia and the Annual and Mid-Year Meetings, the milestones include: arranging meeting logistics such as meeting space; agenda development; identifying and inviting trainers and speakers; conducting outreach to ensure broad State participation; registering attendees; making meeting materials available via internet and other means; and reimbursement for State attendees' travel.</p>